Date: [Date]

TO: [Senior Lienholder Name/Foreclosing Entity]
ATTN: Foreclosure/Trustee Department
Address: [Street Address]
City, State, Zip: [City, State, Zip]

RE: NOTICE OF SUBORDINATE LIEN AND DEMAND FOR SURPLUS FUNDS

Borrower(s): [Borrower Name(s)]
Property Address: [Full Property Address]
Loan Number: [Your Loan Number]
Recorded Lien Info: [Book/Page or Instrument Number]

To Whom It May Concern:

Please be advised that [Subordinate Lender Name] holds a subordinate secured interest in the above-referenced property. We have received notice of your intent to conduct a foreclosure sale regarding your senior lien scheduled for [Sale Date].

As of the date of this letter, the total amount required to satisfy the subordinate lien held by [Subordinate Lender Name] is **$[Amount]**. This balance consists of the following:

- Principal Balance: $[Amount]
- Interest: $[Amount]
- Late Fees/Costs: $[Amount]
- **Total Payoff Amount: $[Total Amount]**

Per diem interest accrues at a rate of $[Amount] per day after [Date].

Pursuant to applicable state law and the terms of the deed of trust/mortgage, demand is hereby made that any surplus proceeds resulting from the foreclosure sale, after the satisfaction of your senior lien and allowable costs, be applied toward the satisfaction of our subordinate lien.

Please remit all surplus funds and a final accounting of the sale to:

[Subordinate Lender Name]
c/o [Department/Contact Name]
[Mailing Address]
[City, State, Zip]

If the foreclosure sale is postponed, cancelled, or if the property is redeemed, please notify the undersigned immediately.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Phone Number]
[Email Address]